

CITY OF DULUTH



DIRECTOR, PLANNING AND CONSTRUCTION SERVICES

The City of Duluth takes pride in fostering and maintaining strong relationships within our local community, providing outreach to meet the needs of our local businesses and encouraging entrepreneurial investment. We oversee and administer programs that directly influence the quality of life within the City of Duluth, and follow current trends to foster development in all areas of the City.

The City's commitment reflects a strong economic foundation for long-term prosperity and quality of life for all citizens. We seek an innovative and experienced director who will provide leadership in developing and implementing the strategic vision and direction described in the comprehensive land use plan in order to foster health and sustainable economic development in the City.

The Director of Planning and Construction Services:

- ❖ Oversees the management and operations of the City's programs encompassing the management of land use design and development, long range planning, plan review, and building permit issuance and inspection services;
- ❖ Is responsible for protecting and enhancing the City of Duluth's natural and manmade environment, its economic base and its neighborhoods by providing our customers with timely and accurate planning and building services;
- ❖ Ensures that the City is prepared to provide services to stimulate economic development and assist in the development process for all new, relocating and expanding businesses;
- ❖ Is accountable for development of plans and programs that result in thriving and livable neighborhoods, safe and efficient buildings, and enhanced economic development opportunities; and
- ❖ Administers the City's Uniform Development Code (UDC), and ensures compliance with the adopted International Codes for building.

The position requires a bachelor's degree in Management, Business Administration, Urban Studies, Urban & Regional Planning, Civil Engineering, Economic Development or closely related field. Extensive experience in planning, business/economic development, business or organizational management must be evident in the background of the successful candidate, the majority of which shall have been acquired in a managerial capacity. This includes a stable history, within complex customer service driven organizations, of providing services dealing with development and redevelopment issues within communities.

The ideal candidate will be a strategic, big picture thinker, and will strive to administer safe, balanced, aesthetically pleasing and sustainable physical developments while protecting the larger public interest and improving quality within the City of Duluth.

As a key member of the City's management team, the new director will be expected to possess high quality written and verbal skills, and have a core value system that incorporates loyalty, commitment as a public servant, a high level of ethics, and integrity. Excellent management skills with a strong foundation in administration and strong analytical and problem solving skills are critical for success in this role. Candidates should be genuinely committed to development of a strong customer service ethic, approachable and responsive to organizational needs, and open and honest in all internal and external relationships.

The successful candidate will also need demonstrated experience in:

- ❖ Managing and directing personnel and programs;
- ❖ Developing service delivery strategies and needs assessments for future plans; and
- ❖ Planning and implementing long and short-term goals and objectives based strategic visions.

This position is open until filled. To apply, send your letter of interest and resume to Theresa Severance, City of Duluth Human Resources, 411 West First Street, Duluth, MN 55802, or email to tseverance@duluthmn.gov or fax to 218-730-5906.

Equal Opportunity Employer

***DIRECTOR, PLANNING AND CONSTRUCTION SERVICES

SUMMARY/PURPOSE:

The Director of Planning and Construction Services oversees the management and operations of the City's planning and construction permitting and inspection activities; and provides guidance for the department to ensure projects move effectively and efficiently through the development process. The Director provides leadership for developing and carrying out the strategic vision and direction for the City as described in the comprehensive land use plan in order to foster healthy and sustainable economic development in the City.

Work is performed under the administrative direction of the Chief Administrative Officer with considerable latitude for independent judgment and initiative.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (Other duties may be assigned):

1. Oversee the recruitment, selection, training and evaluation of department personnel.
2. Manage and direct the personnel and programs of Planning, Building Inspection, Code Enforcement and Compliance, and Permitting/Licensing.
3. Direct, develop, plan, and implement long and short term departmental goals and objectives; recommend and administer policies and procedures.
4. Prepare and administer the Planning and Construction Services operation budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; administer approved budget; implement mid-year adjustments.
5. Confer with developers, other City, County and State agencies and the community to coordinate planning, zoning and development matters and to serve as liaison to the community to interpret the objectives of the City's planning activities and to answer citizens' inquiries, requests, and complaints.
6. Serve as a technical advisor to the Planning Commission, City Council, Chief Administrative Office and other City Departments and civic groups on planning, zoning enforcement building inspections, housing programs and related matters.
7. Direct the preparation of agenda items for the City Council, Planning Commission and other committees, commissions and boards involved in land use, development and general planning activities. Oversee the development, implementation and adoption of amendments and additions to the City Code of Ordinances as they relate to planning and permitting issues.
8. Represent the Department and City Planning Commission at City Council meetings, legislative hearings, and public or community meetings on issues relating to planning, permitting and development in the city.
9. Monitor developments related to planning, building, land use economic development, grant and bond programs, code enforcement and redevelopment; evaluate their impact upon City operations and recommend policy and procedural modifications.
10. Ensure compliance with City and Department policy and union bargaining agreements.

Education and Experience requirements:

- A. Graduation from an accredited college or university with a degree in Management, Business Administration, Urban Studies, Urban & Regional Planning, Civil Engineering, Economic Development or closely related field; and
- B. Seven (7) to ten (10) years of progressively knowledgeable and responsible professional experience in planning, business/economic development, business

or organizational management, the majority of which shall have been acquired in a managerial capacity; or an equivalent combination of education, experience, and training considered by Human Resources to be equivalent.

License Requirements:

- A. Possession of a valid Minnesota Driver's License or equivalent.

Knowledge Requirements:

- A. Comprehensive knowledge of the advanced theory principles, practices, and techniques of urban planning, zoning, and business and economic development.
- B. Considerable knowledge of federal, state and local laws, ordinances and codes pertaining to a wide variety of planning and development topics.
- C. General knowledge of the principles and practices underlying building and zoning codes.
- D. Considerable knowledge of principles and practices of organization, administration and personnel management including training and performance evaluation.
- E. Considerable knowledge of the methods and techniques of research and analysis.
- F. Considerable knowledge of the principles of budgeting and finance.
- G. Knowledge of real estate terminology, laws, practices, principles, and regulations.
- H. Knowledge of computer applications including Microsoft Office, Internet applications and GIS.

Skill and Ability Requirements:

- A. Proven management skills and ability to manage day-to-day operations.
- B. Strong customer service initiative coupled with solid interpersonal and public relations skills to work effectively with various officials, staff, citizens and other customers.
- C. Strong written and oral communication skills. Ability to present technical information to government entities and various committees in a clear, understandable manner.
- D. Ability to mediate differences, reach appropriate decisions and drive processes and projects forward
- E. Strong organizational skills.
- F. Ability to understand and manage high-profile, sensitive or controversial political situations.
- G. Strong problem-solving and negotiation skills.
- H. Ability to exercise sound and independent judgment within general policy guidelines.

Physical Abilities Requirements:

- A. Ability to work independently to complete assignments from minimal information and general instructions
- B. Ability to sit or stand for extended periods of time.
- C. Fine dexterity of hands and fingers to operate a computer keyboard, calculator and other office equipment;
- D. Ability to occasionally bend, stoop and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies, etc.
- E. Ability to transport (usually by lifting and carrying) materials and equipment weighing up to 25 pounds per load for presentation at public meetings.
- F. Ability to hear and speak sufficiently to exchange information in person and by telephone.
- G. Ability to see to read, prepare, and proofread documents for accuracy;
- H. Ability to transport oneself to, from, and around sites of public meetings, programs, and projects.
- I. Ability to attend work on a regular basis.